



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-06-063

OPEN TO: All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.
POSITION: Senior Dispatcher
OPENING DATE: Tuesday, September 19, 2006
CLOSING DATE: Tuesday, October 3, 2006 - max. 4:30 p.m.
WORK HOURS: Full-time; 48 hours/week
GRADE: FSN-05

In-house candidates must apply through their supervisors.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

The U.S. Embassy in Khartoum is seeking a Sudanese National or Ordinarily Resident citizen of Sudan for the position of Senior Dispatcher in the General Services Office Section of Motorpool of the US Embassy Khartoum Sudan.

BASIC FUNCTION:

The incumbent plans, directs and coordinates the dispatchers and Chauffeurs in providing efficient transportation to the Embassy and Associated Agencies. Incumbent is directly supervised by the General Services Assistant and overall supervision by the General Service Officer.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

--**Education:** Completion of high secondary school is required.

--**Prior Work Experience:** Three to five years work experience in the area of motor pool dispatching, with one to two years of supervisory experience is required.

--**Language Proficiency:** (This will be tested)

	Speaking	Reading	Writing
English:	Good Working Knowledge	Good Working Knowledge	Good Working Knowledge
Arabic:	Good Working Knowledge	Good Working Knowledge	Good Working Knowledge

--**Skills:** : Must have basic keyboard/data entry, it software and numerical skills in order to enter T&A into WINTA and prepare Employee Evaluation Reports. Must have a valid driver's general license and be able to drive vehicles.

SELECTION PROCESS:

--Applicants must be eligible for appointment under local government laws and regulations.
--Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.
--Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire.

TO APPLY: Interested individuals for this position should submit the following or the application will not be considered:

1. Application for Federal Employment and a resume (current mission employees must submit an in-house application).
2. Supporting documentation (e.g., essays, certificates, awards) that address the requirements of the position as listed above.

POINT OF CONTACT:

Human Resources Office
U.S. Embassy, Khartoum
Telephone: 774700 Ext. 247/274.

DEFINITIONS

Ordinarily Resident (OR): A Sudanese citizen or a citizen of another country whose primary residency is Sudan and who has the required work permit for employment in Sudan.

*The US Mission in Sudan is an Equal Opportunity Employer.
Candidates will receive consideration without regard to race,
color, religion, sex, national origin, disability, age, or sexual
orientation.*

*The Department of State also strives to achieve equal employment
opportunity in all personnel operations through continuing
diversity enhancement programs.*